



### SFA Human Resources SFA HR Modernization Communications September 15, 2000

#### **SFA HR Modernization Communications:**

##### **Performance Development Process Communication and Deployment Plan**

The Draft Performance Development Process Communication and Deployment Plan documents the approach to communicate with key stakeholders and employees concerning the roll-out of SFA's new Performance Development Process. The plan covers the expected activities and timeframes for planned roll-out on Oct 1, 2000 (originally anticipated roll-out date). The Plan provides the communication vehicles, messaging and anticipated timeframes.

##### **Regional Union Meeting Invitation**

The Regional Union Meeting Invitation email was drafted for Calvin Thomas to send out to invite the Regional Union Presidents and 4 guests to a meeting to discuss the Performance Development Initiative. The email provides context for the initiative and a request for participation in discussing the performance development focus of SFA.

##### **Regional Union Meeting Clarification Email**

The Regional Union Meeting Clarification Email was drafted for Calvin Thomas to send to the Regional Union Presidents to clarify a few points regarding the invitation email. Such clarification points were the location for the regional meeting on September 14, 2000, arrival and departure expectations and reducing the number of participants at the locations due to budget constraints.

##### **Regional Union Meeting Material**

The Regional Union Meeting Material was sent to all participants in advance of the regional union meetings. Participants were asked to review the materials before the scheduled date of the meeting to make the most of the time allotted per location. The materials consisted of:

- **Regional Talking Points:** Documents the objective, agenda and discussion points for the Regional Union Meeting.
- **Questions that the Regional Union Representatives May Pose:** Lists points to stress and questions that Calvin Thomas and John Mondragon could anticipate as they meet with the Regional Union Representatives.



### **Meeting between Department of Education's' Human Resources Group, Office of General Council and Tia Gayle (SFA Union Representative)**

The meeting between the key stakeholder representatives was called to ensure that SFA was creating a Performance Development Process that is in compliance with all Title 5 regulations and codes. The stakeholders discussed the premise and process around the creation of the new Performance Development Process with Calvin Thomas, John Mondragon and the SFA HR Transformation Team to ensure a full understanding of the proposed solution. This communications session led to the development of the Performance Development Description Document.

### **Student Financial Assistance's Performance Development Process Description Document**

The Performance Development Process Description Document was developed as a method of communicating the purpose, process and details of the SFA's new Performance Development Process to key stakeholders (Department of Education's Human Resources Group, Union and Office of General Council). The Description Document provides definitions of new terminology, a listing of responsible parties in the new process, and an explanation of the development period. The Description Document also details the steps and policies relating to the new Performance Development Process and reviews how the SFA Skill Model will be used.